

## CAMPAIGN FINANCE SOFTWARE

The Public Disclosure Commission has FREE campaign finance reporting software available to assist you in maintaining your records and producing disclosure reports. The Washington Electronic Disclosure System (WEDS) software is designed specifically to meet the reporting requirements under RCW 42.17.

To start, download the WEDS software from the PDC web site. Both candidates and political committees may use the software. Install the software on your computer and you are ready to begin entering information. If you experience problems with installation, SDR Technologies will help you. Their technical support number is 1-800-367-5110. Please note that the software available on the web site is the latest version of WEDS. If you have been using an earlier version, you need to update your system. If so, you will not be required to re-enter information that you have already keyed in. The data will be copied over automatically.

WEDS can be used to enter data and print copies of the required reports or can be used to electronically file the reports. There are some additional requirements if you wish to electronically file.

## ELECTRONIC FILING

In order to get started, you will need to:

1. Complete and mail to the PDC a letter with signature authorization (a sample letter for candidates is on page 3 and for Political Committees is on page 4). Faxes will not be accepted because we need to have an original signature on file.
2. Candidate committees will create a password for the candidate and one for the treasurer and mail them with the signature authorization (see page 5). Political Committees (PACs, parties, ballot measure committees, etc.) will create a password for the treasurer and the deputy treasurer (see page 6). (NOTE: WEDS requires two passwords to electronically file, so if there is only one authorized signer, that person must have two passwords.) The PDC's electronic filing system will use your unique passwords and Filer ID to digitally encrypt and sign your electronic reports.
3. When the PDC receives the signature authorization AND the Registration form (C-1 for candidates or C-1pc for PACs), we will send the committee's Filer ID via e-mail.

Although the software will allow you to prepare a C-1 Candidate Registration Statement or a C-1pc Committee Registration Statement, we are asking filers to print out the C-1 or C-1pc and send it to us in paper form. C-1 and C-1pc forms are not being accepted electronically. Also, all campaign finance reports filed with the PDC need to be printed to paper and submitted to your county auditor or county elections officer.

Your comments about the software, the user's guide, and the entire electronic filing process are very important to us. We welcome your feedback—whether it's about what you like or suggestions for improvement. Please call Bruce Wendler at (360) 664-2736.

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Contact information:

Contact the PDC for:

## Answers to questions about the law or reporting requirements

Phone: 360-753-1111

Fax: 360-753-1112

## Giving comments and feedback

Assistance with any other electronic filing issues

e-mail: [bwendler@pdc.wa.gov](mailto:bwendler@pdc.wa.gov)

Phone: 360-664-2736

Contact SDR Technologies for:

## Assistance with installation of software

## Answers to technical questions about the software

Phone: 1-800-367-5110

**\*\*SAMPLE LETTER FOR SIGNATURE AUTHORIZATION FOR CANDIDATES\*\***

(If you have Official Committee Letterhead, please use it. Otherwise, include a statement in the letter stating that no letterhead is currently in use)

[DATE]

Washington State Public Disclosure Commission  
P.O. Box 40908  
Olympia, WA 98504-0908

This document serves as an official signature authorization form for the purpose of filing electronic reports for [ENTER THE CANDIDATE'S NAME AND THE COMMITTEE NAME].

You may contact me at [ENTER E-MAIL ADDRESS AND PHONE NUMBER HERE].

I represent that I have the authority to sign PDC reports for the above-named committee, certifying that the information contained in the reports is true and correct to the best of my knowledge.

Sincerely,

\_\_\_\_\_  
(Candidate's Signature)

\_\_\_\_\_  
(Treasurer's Signature)

\_\_\_\_\_  
(Print Candidate's Name)

\_\_\_\_\_  
(Print Treasurer's Name)

**\*\*SAMPLE LETTER FOR SIGNATURE AUTHORIZATION FOR POLITICAL COMMITTEES\*\***

(If you have Official Committee Letterhead, please use it. Otherwise, include a statement in the letter stating that no letterhead is currently in use)

[DATE]

Washington State Public Disclosure Commission  
P.O. Box 40908  
Olympia, WA 98504-0908

This document serves as an official signature authorization form for the purpose of filing electronic reports for [ENTER THE COMMITTEE NAME].

You may contact me at [ENTER E-MAIL ADDRESS AND PHONE NUMBER HERE].

I represent that I have the authority to sign PDC reports for the above-named committee, certifying that the information contained in the reports is true and correct to the best of my knowledge.

Sincerely,

\_\_\_\_\_  
(Treasurer's Signature)

\_\_\_\_\_  
(Deputy Treasurer's Signature)

\_\_\_\_\_  
(Print Treasurer's Name)

\_\_\_\_\_  
(Print Deputy Treasurer's Name)

## **Electronic Filing Passwords for Candidates**

Please print or type

Candidate's Filer ID: (Will be issued by the PDC upon receipt of your Registration and the signature card)

The candidate's name is: \_\_\_\_\_

The candidate's password is: \_\_\_\_\_

The treasurer's name is: \_\_\_\_\_

The treasurer's password is: \_\_\_\_\_

Create a password for the candidate and one for the treasurer and mail them with your signature authorization. Each password should be at least 3, but no more than 10, characters in length. You may use letters or numbers or a combination of both. Also you may use upper and/or lower case letters, but keep in mind that **passwords are case sensitive**. The PDC's electronic filing system will use your unique passwords and Filer ID to digitally encrypt and sign your electronic reports.

Send to:

Public Disclosure Commission  
P.O. Box 40908  
Olympia, WA 98504-0908

NOTE: WEDS requires two passwords to electronically file, so if there is only one authorized signer, that person must have two passwords.

**It is your responsibility to protect your password!**

## **Electronic Filing Passwords for PACs**

Please print or type

Committee's Filer ID: \_\_\_\_\_ (Will be issued by the PDC upon receipt of your Registration and the signature card)

Committee Name: \_\_\_\_\_

The treasurer's name is: \_\_\_\_\_

The treasurer's password is: \_\_\_\_\_

The deputy treasurer's name is: \_\_\_\_\_

The deputy treasurer's password is: \_\_\_\_\_

Create a password for the treasurer and one for the deputy treasurer and mail them with your signature authorization. Each password should be at least 3, but no more than 10, characters in length. You may use letters or numbers or a combination of both. Also you may use upper and/or lower case letters, but keep in mind that **passwords are case sensitive**. The PDC's electronic filing system will use your unique passwords and Filer ID to digitally encrypt and sign your electronic reports.

Send to:

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NOTE: WEDS requires two passwords to electronically file, so if there is only one authorized signer, that person must have two passwords.

**It is your responsibility to protect your passwords!**